



AMERICAN LEGION J.W. MATHERS JR.





POST 163

1795 N. Harbor City Blvd.

Eau Gallie, FL 32935

321-259-7239

In House Event Request Form

Group Submitting Request:         KITCHEN MANAGER:   
 BAR MANAGER:

*\*Please read guidelines at the bottom of this form.*

Type/Name of Event: \_\_\_\_\_  
 \_\_\_\_\_

Date of Event: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_

Main Hall:  Auxiliary Hall:  *\*Please Note GUIDELINES*

Open Date Checked:   
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

Legion 2<sup>nd</sup> Vice: \_\_\_\_\_  
 Bar Manager: \_\_\_\_\_

Band Requested: YES  NO   
 Permit Required: YES  NO

*\*Hall checked for cleanliness after Event by Staff and 2<sup>nd</sup> Vice*  
 STAFF: \_\_\_\_\_ Initial Satisfactory  
 2<sup>nd</sup> VICE: \_\_\_\_\_ Initial YES NO

Kitchen Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Menu Items Needed: YES  NO

*Legion Family Representative, Please Sign Below to Acknowledge Date of Event. Event will be entered in "RED" pen on POST Calendar when ALL Legion Family Representatives have signed. A copy of this signed form will be sent to the Requesting Group once the date is posted on the Calendar.*

Auxiliary: \_\_\_\_\_ Date: \_\_\_\_\_  
 Son's of American Legion: \_\_\_\_\_ Date: \_\_\_\_\_  
 Legion Riders: \_\_\_\_\_ Date: \_\_\_\_\_  
 Legion Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Approved and Posted on Calendar  Legion 2<sup>nd</sup> Vice Commander: Sign only after all above is signed then Post  
 Date: \_\_\_\_\_

**Each Governing Group Must Sign, in order to be Approved. Incomplete Forms will not be approved.**

**\*GUIDELINES:** (\$50.00 "Clean-Up" Fee) - As the Requester for the use of a Hall, and Part of the POST 163 Legion Family, Your Group is responsible for "Clean-Up" after your Event, "Not The Staff."  
 Clean-Up would include: Cleaning debris off the Tables, Wiping down the Tables with a Cleaning agent, Returning all the tables and chairs to their original positions in the Hall, Cleaning the Kitchen, Washing or Vacuuming the Hall Floor and any other area used during your function, Bagging and Disposing of Trash, and taking down any decorations. If the Hall is not in presentable condition after your event by following these guidelines, and the Staff has to tend to it, Your Group of The POST 163 Legion Family will be assessed a \$50.00 Fee. By signing this document, you understand and agree to adhere to these guidelines.  
 (This is Non-Negotiable)